



Registered Charity Number 1060574

Annual General Meeting Information Pack

2024 - 2025



Annual General Meeting

Wednesday 21st January 2026 7.30pm

The Sanctuary Lillington Free Church

Vice Presidents - Mr J Clare, Mr K Etter

AGENDA

1. **Introduction and welcome.**
2. **Apologies for absence.**
3. **Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on 14th October 2024
 - b. Note the District's financial year.
4. **Review of the previous year**
 - a. The District Lead Volunteer's review.
 - b. Receive and consider the Annual Report of the Trustee Board, including the annual Statement of the Accounts.
 - c. Result of the District Levy Review.
5. **Making appointments**
 - a. Confirm the District Treasurer, following recommendation from the Trustee Board.
 - b. Confirm members of the District Trustee Board, following recommendations from the Trustee Board.
 - c. Appoint the Independent Examiner.
6. **The County Lead Volunteer's remarks**
7. **Closing remarks.**

LEAMINGTON DISTRICT SCOUT COUNCIL

Draft Minutes of the Annual General Meeting held on Monday 14th October 2024 The Sanctuary, Lillington Free Church

Meeting opened at 7.33pm. There were 19 in attendance.

1. Introduction and Welcome

Mark Payne welcomed all attendees to the Annual General Meeting, in particular the County Commissioner Paul Wakely, Leamington District Vice-President Kevin Etter.

2. Apologies for absence

Apologies were received from Liz Richie, Tessa Fulton-Lieuw, Matthew Friar, Olly Bodfish, Bec Thornton.

3. Governance topics

a) The Minutes of the previous AGM on 9th October 2023 were approved as a true and accurate record.

Seconded: Kevin Etter – unanimously approved.

There were no matters arising

b) MP explained the move to the new constitution set out in Chapter 5.5 of the Policy, Organisation and Rules (POR) and recommended full adoption for Leamington District.

Seconded: Harry Robbins - unanimously approved.

c) The District's Financial year runs from 1st August to the 31st July – this was restated to the AGM.

4. Review of Previous Year

a. The District Lead Volunteers Review

Mark's full report was included in the information pack. – In summary.

Mark highlighted that it was great to see the local groups and units fully back into the swing of things with more nights away events and adventurous activities being undertaken.

The program of District events has continued to grow with more sectional events taking place. Andy Law decided to take a step back from scouting to focus on other priorities, the district would like to thank you personally for all is done and delivered for us over the years. Work is underway to recruit new members to the district team to support Beavers and scouts.

For the past 12 months transformation has been a developing topic that is continuing to gather pace and clarity with significant changes planned for later this autumn as a district team an increasing proportion of our time has been spent working through how to get ready for the changes coming our way I would like to acknowledge and thank the members of our trustee board team and some teams for their support and keeping everything running smoothly ensure that we remain safe legal or financially sound in all that we do.

Thanks to those on the appointments committee working to ensure we have the right people in the right places. And also, to all section leaders group scout leaders group trustee boards who between them have done and continue to do so much work week in and week out often unnoticed to keep everything going. It's been particularly pleasing to see the progress that we have been continuing to make on recognising the contribution of our volunteers through the good service award scheme where we have said unsuccessfully approved 31 awards in the last year stop.

it remains my privilege to continue to serve you as your district commissioner and I look forward to spending time with you all in the year ahead as we carry on scouting together.

- b. Annual Report of the Trustee Board including the Annual Statement of Accounts.

The annual report was included in the information pack which had been drafted and approved by the Trustee Board.

Ian Wech (District Treasurer), reviewed the statement of accounts highlighting the overall district surplus in come over receipts was £635.73.

A question was raised regarding the inclusion of climbing wall accounts in the district accounts it was explained there had been no movement over the past year as a climbing wall would not been used the statements have been reviewed by the inspector approved.

- c. District Levey Review

The district levy has been reviewed by the board of trustees and was proposed to increase the levy by 12 pence in line with previous years. The result would be the District Levy increases from £5.79 to £5.91.

5. **Making Appointments**

- a. It was proposed to re-elect as Ian Welch District Treasurer as he agreed to stand for a further term.
Seconded: Gill Friar - unanimously approved.
- b. Members of the trustee board are now appointed by the previous trustee board, while work has been underway to search for additional board members it was agreed for now these existing board members would continue in an interim role.

Board members were confirmed as

Mark Payne – District Lead Volunteer (Ex-Officio)
Ben Steele – District Youth Lead Volunteer (Ex-Officio)
Ian Welch – Treasurer
Michael Hepburn - Trustee
Gordon Ferguson – Trustee
Brian Friar - Trustee

- c. Appoint the Independent Examiner
It was proposed to re-appoint Keith Ford as the Independent Examiner.
Proposed: Alistar Galloway – unanimously approved.
- d. Appoint Vice-Presidents
The appointment of Presidents and Vice-Presidents is now on an annual basis.

It was proposed to re-elect Mr Howard Griffiths, Mr Jack Clare and Mr Kevin Etter as vice-presidents for the coming year.

Proposed: Alistar Galloway – unanimously approved.

6. **Closing Remarks**

County Lead Volunteer – Paul Wakeley

Paul recalled being drawn back to Leamington through his previous roles at Leamington district, Fenny Compton and Heathcote. He thanked all in Leamington District for continuing their great support of Scouting and the support received by the District Team and encouraged the District to embrace opportunities presented in the transformational changes ahead.

It was great to see the number of awards at all levels ahead of all of the districts in Warwickshire.

While the District delivers so much there is still so much more to do with more people wanting to join scouting. In Warwick district there are over 900 young people on the waiting list.

District Lead Volunteer

Thanks were given to all those who turned out for the evening to represent their Groups and the District.

Thanks to Lillington Free church for the provision of a great venue.

Light refreshments were served the at the end of the meeting.

Meeting Closed at 20:00.

7. **Awards**

The following received awards presented by the County Commissioner:

- Dave Roberts – Bar to the Award for Merit
- Gillian Roberts – Bar to the Award for Merit

Approved

Signed.....(DC) Dated.....

Independent Examiner's Report to the Trustees of the

Leamington District Scout Council
Registered Charity No 1060574

I report on the accounts of the Leamington District Scout Council for the year ended 31st July 2025 which comprise the Statement of Financial Activities, set out as attached.

Respective responsibilities of Trustees and Examiner

The Leamington District Scout Council Committee are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

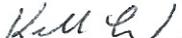
1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Keith Ford

Qualification: FCA

Address: Pointers, Gallows Green, Alton, Staffordshire ST10 4BN

Date: 19/12/25

Signed: 

Approved by the Trustees on 21/1/26 and signed on their behalf by:

..... (Chairman/G.S.L) (Treasurer)

Leamington District Scout District Assets & Liabilities

For the year from	Year start date	Year end date
	01/08/2024	To 31/07/2025

Statement of Assets and liabilities at the end of the year

	2024/25				2023/24
	Unrestricted Funds	Restricted Funds	Dedicated Funds	Total Fund	Total Fund
	£	£		£	£
Cash funds					
District Expenses Account	£ 1,704.72	£ -	£ -	£ 1,704.72	£ 1,586.59
District Current Account	£ 175.12	£ -	£ -	£ 175.12	£ 1,241.64
District Deposit Account	£ 7,605.39	£ 9,738.71	£ 7,200.00	£ 24,544.10	£ 26,966.49
District Reserves Account	£ -	£ 5,504.05	£ -	£ 5,504.05	£ -
District Events Accounts	£ 502.15	£ -	£ -	£ 502.15	£ 423.33
Hatton Campsite Account	£ 1,077.09		£ 7,450.00	£ 8,527.09	£ 27,099.93
Hatton Regeneration Account		£ -	£ 19,779.17	£ 19,779.17	£ -
Total cash funds	£ 11,064.47	£ 15,242.76	£ 34,429.17	£ 60,736.40	£ 57,317.98
Other monetary assets					
	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
	£ -	£ -	£ -	£ -	£ -
Sub total	£ -	£ -	£ -	£ -	£ -
Non monetary assets for charity's own use					
Loans to New Groups	£ -	£ -	£ -	£ -	£ -
Hatton - Norton Cabin	£ -	£ -	£ -	£ 119,283.47	£ 125,561.55
50% Climbing Wall and associated equipment	£ -	£ -	£ -	£ 288.00	£ 320.00
50% of 'Leamington & Warwick Climbing Wall	£ -	£ -	£ -	£ 1,057.11	£ 1,057.11
Camp Equipment	£ -	£ -	£ -	£ 156.91	£ 174.34
Flags	£ -	£ -	£ -	£ 172.40	£ 191.56
Mower	£ -	£ -	£ -	£ 174.34	£ 193.71
Sub total	£ -	£ -	£ -	£ 121,132.23	£ 127,498.27
Liabilities					
Scout Association Capitaion to HQ & County	£ -	£ -	£ -	£ 55,000.00	£ 51,000.00
MPLC Licence. (estimated)	£ -	£ -	£ -	£ 550.00	£ 500.00
Hatton Campsite - Lease	£ -	£ -	£ -	£ 800.00	£ 800.00
Hatton Campsite - Utilities	£ -	£ -	£ -	£ 2,500.00	£ 5,000.00
Hatton Campsite - Council Tax	£ -	£ -	£ -	£ 50.00	£ 50.00
Hatton Campsite Running & Maintenance Costs	£ -	£ -	£ -	£ 3,500.00	£ 6,200.00
Hatton Campsite Regeneration Project	£ -	£ -	£ -	£ 20,000.00	£ -
Insurance. (Estimated)	£ -	£ -	£ -	£ 2,600.00	£ 3,000.00
Sub total	£ -	£ -	£ -	£ 85,000.00	£ 66,550.00

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 21st January 2026 and signed on their behalf by:

Signature

Print Name

Mark Payne Chair (Act)

Ian Welch Treasurer

Trustees' Annual Report

For the period

From (start date)

0	1	1	8	2	4
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 to end date

3	1	0	7	2	5
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Section A Reference and administration details

Charity name	Leamington District Scouts											
Other names the charity is known by												
Registered charity number (if any)	1 0 6 0 5 7 4											
HQ registration number	1 0 0 0 1 6 4 0											
Charity's principal address	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Hatton Campsite</td></tr> <tr><td style="padding: 2px;">Stoney Lane, Hatton</td></tr> <tr><td style="padding: 2px;">Warwick, Warwickshire</td></tr> <tr> <td style="padding: 2px; text-align: right;">Postcode</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">C</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">V</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">3</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">5</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">7</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">H</td> <td style="border: 1px solid black; padding: 2px; text-align: center;">R</td> </tr> </table>	Hatton Campsite	Stoney Lane, Hatton	Warwick, Warwickshire	Postcode	C	V	3	5	7	H	R
Hatton Campsite												
Stoney Lane, Hatton												
Warwick, Warwickshire												
Postcode	C	V	3	5	7	H	R					

Names of the charity trustees who manage the charity
(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mark Payne	District Commissioner	
2	Ben Steele	DYC	
3	Michael Hepburn	Trustee	
4	Ian Welch	District Treasurer	
5	Brian Friar	Trustee	
6	Gordon Ferguson	Trustee / Hatton Campsite Warden	
7			
8			
9			
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)
(These will be published in the annual report of the charity)

Type of advisor	Name	Address
None		

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The District's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

The District is a trust established under its rules which are common to all Scouts.

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The District is managed by the District Trustee Board, the members of which are the 'Charity Trustees' of the Scout District which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Policies and procedures adopted for:
a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them

The Trustee Board consists of the Chair (Position Vacant), Treasurer and 5 Trustees (including 2 Ex Officio Trustees, and 3 co-opted Trustees) and meets once per school term.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This District Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Section B**Structure, governance and management (continued)****Risk and Internal Control (Specimen 1)**

The District Trustee Board has identified the major risks to which they believe the District is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The District would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Districts. Similar reciprocal arrangements exist with these organisations. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The District through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The District is primarily reliant upon income from subscriptions and fundraising. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the District on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the District as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District.

Reduction or loss of members. The District provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the District as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the District.

Risk and Internal Control (Specimen 2)

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	<p>We were anticipating that we were lining up for more of a standard sort of year in 2025. What we hadn't taken into account of was the impact that transformation was going to have on all of us and the time that was going to be consumed to ensure that we were able to keep everything running when key processes such as registration, volunteer development & nights away fundamentally changed overnight. It was always going to be challenging for the National team to provide everyone with the support & guidance that was needed to deliver such a radical change in such a tight timeframe, so I am really grateful for the hard work & long hours that our District & County teams have put in (often in the background) to plug the gaps that inevitably emerged. I would also like to thank all our volunteers in our groups & units who have worked constructively & patiently with us to keep things on track during this period of transition.</p> <p>While we have been focusing heavily on handling the impact of transformation, we haven't made the progress that we planned to in terms of recruiting to fill key vacancies in our District team, so this continues to be a priority for me in the year ahead.</p>

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

Public benefit statement

The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D	Achievements and performance
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Summary of the main achievements of the charity during the year

See Activities Section above.

Section E	Financial Review
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Brief statement of the charity's policy on reserves

Reserves Policy
The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The District Trustee Board considers that the District should hold a sum equivalent to 6 months running costs, circa £5,500.

Quantify and explain any designations

The District held reserves of approximately £5,521 against this at year end. This is at the required for operating expenses.

None

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

- how expenditure has supported the key objectives of the charity;

Investment Policy	
	The District's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The District has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.
	The District Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the District obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the District Trustee Board considers the cash flow requirements.

Section F Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

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Section G Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)	<input type="text"/>	<input type="text"/>
Full name(s)	<input type="text"/>	<input type="text"/>
Position (eg Secretary, Chair)	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>

Account Summary for the period from 1st June 2024 to 31st May 2025

<u>Funds as at 1st June 2020</u>		£ : p	£ : p
Bank Account	=	2114.22	
Petty Cash	=	0.00	
Total	=	2114.22	2114.22
Income over Expenditure	=		0.00
			<u>2114.22</u>

<u>Funds as at 31st May 2021</u>			
Bank Account	=	2114.22	
Petty Cash	=	0.00	
Total	=	2114.22	2114.22

Assets		Year to 31.05.25	Year to 31.05.24
<u>MONETARY ASSETS</u>			
Bank Current Account		2114.22	2114.22
Outstanding Cheques		0.00	0.00
Petty Cash		0.00	0.00
		<u>£ 2,114.22</u>	<u>£ 2,114.22</u>

<u>OTHER ASSETS</u>			
Climbing Wall & associated equipment		130.00	360.00
Associated Equipment		0.00	50.00
		<u>£ 130.00</u>	<u>£ 410.00</u>

<u>LIABILITIES</u>		Year to 31.05.25	Year to 31.05.24
Insurance - Public Liability (estimate)		0.00	0.00
Insurance - Equipment (estimate)		0.00	0.00
Maintenance (estimate)		0.00	0.00
		<u>£ -</u>	<u>£ -</u>

Statement of accounts for the year ending 31st May 2025

RECEIPTS		TOPIC		EXPENDITURE
YE 31/05/2023				YE 31/05/2023
	£ : p		£ : p	
0.00	0.00	WALL HIRE	0.00	0.00
0.00	0.00	EQUIPMENT	0.00	0.00
0.00	0.00	MAINTENANCE	0.00	0.00
0.00	0.00	MILAGE	0.00	0.00
0.00	0.00	INSURANCE	0.00	0.00
0.00	0.00	TOTALS	0.00	0.00

Income over Expenditure prior yr	= £	-
Income over Expenditure this yr	= £	-

Signed by two committee members on behalf of the committee	Name of Committee members	Date approval
	Steve Hodges (Chairman)	
	Ian Welch (Treasurer)	

At our last Annual General Meeting, back in October 2024, it seemed like things were starting to get back to normal and we were heading towards a more 'business as usual' approach of supporting our groups & units around the District to develop & grow. The great news is that many of our groups & units have been doing just that - to the point where a lot of their sections are now running at full capacity. The constraint on further growth continues to be the number of regular volunteers that are available to support our young people in their activities. This is a universal & ongoing challenge and, while we have made some good progress, there is still a lot more to do in this space going forwards.

As stated, we were anticipating that we were lining up for more of a standard sort of year in 2025. What we hadn't taken into account of was the impact that transformation was going to have on all of us and the time that was going to be consumed to ensure that we were able to keep everything running when key processes such as registration, volunteer development & nights away fundamentally changed overnight. It was always going to be challenging for the National team to provide everyone with the support & guidance that was needed to deliver such a radical change in such a tight timeframe, so I am really grateful for the hard work & long hours that our District & County teams have put in (often in the background) to plug the gaps that inevitably emerged. I would also like to thank all our volunteers in our groups & units who have worked constructively & patiently with us to keep things on track during this period of transition.

While we have been focusing heavily on handling the impact of transformation, we haven't made the progress that we planned to in terms of recruiting to fill key vacancies in our District team, so this continues to be a priority for me in the year ahead. That said, where we have strong Section level support in place - namely Cubs, Explorers & Network, we have been providing a variety of events to complement & build upon activities that are taking place at a local level. I would also like to acknowledge the members of our Trustee Board team & our sub committees for their support in keeping everything running smoothly and ensuring that we remain safe, legal & financially sound in all that we do, particularly in key areas such as Finance, Volunteer Development, Nights Away & Hatton Campsite. In all that we have done & continue to do, our District team shows great adaptability & commitment to support our young people, their leaders & our young leaders and I would like to thank everyone for ensuring that we have done our best to support everyone over the last year.

As always, throughout the year, it has been my pleasure to spend time with those who are central to everything we do - our young people & their leaders. With this in mind, my final thank you is therefore to all our local volunteers especially our Section Team Leaders, Group Lead Volunteers & Group Trustee Boards who between them have done & continue to do so much - week in, week out, often unnoticed - to keep everything going. I really appreciate the hard work that they put in and the passion that they have for what they do. It remains my privilege to continue to serve you as your District Lead Volunteer & I look forward to spending time with you all in the year ahead as we carry on Scouting together.

Mark

Mark Payne

District Lead Volunteer - Leamington